

Department of Developmental Services
Community State Staff Program



For more information, visit: www.dds.ca.gov/devctrs/dclnitiatives_community.cfm

BAT RESIDENTIAL SERVICES INC.
Position #472- 083 - 7425- 956

Classification(s): PSYCHIATRIC TECHNICIAN ASSISTANT

Work Hours: Varies: SEE Duty statement

Time Base: FULL TIME

Days Off: Varies: SEE Duty statement

Location: 1944 Hidden Valley
SANTA ROSA, CA 95404

Post Date: 7/7/17

Final Filing Date: Until Filled

Information Session: JULY 18TH, 25TH OR AUGUST 1ST 1430-1530 PLEASE BE PROMPT

Location: SONOMA DEVELOPMENTAL CENTER, CAREER CENTER, ROOM J (Oak Valley)

Conference Number: (888) 363-4734 Participant Code 9386428

Position Description:
(For complete duties, please see
the duty statement on the
following page)

Following established standards and procedures, provides supervision, care, support, and training to individuals with Developmental Disabilities, in a home setting. Responds quickly and effectively in emergencies; work with a treatment team to provide occupational, recreational, vocational and educational therapy programs for individuals. Follow directions; keep appropriate records; develop clear and concise reports of incidents; keeps Home Administer abreast of significant changes that occur

- Desirable Qualifications:**
- ❖ Experience working with persons with maladaptive behaviors such as assault, SIB, PICA, property destruction, etc.
 - ❖ Ability to coach and guide others to develop new skills or knowledge that will enhance their work.
 - ❖ Expresses a calm attitude and displays patience; tolerance; consideration of others.

Who May Apply: Any permanent full time or part time DC/CF employee who has passed their probation period in the classification advertised.

Selection Process: All applications will be screened and only the most qualified may be interviewed.

How to Apply: Place the job title/classification and position number on your State Application (STD. 678) under Examination(s) or job title(s) and mail your application to:

Community State Staff Program
Department of Developmental Services
1600 9th Street (MS-Q)
Sacramento, CA 95814
Attn: Peggie McQuillan, Associate Personnel Analyst

Application postmarked, personally delivered or receiver via interoffice mail after final filing date will not be accepted. Questions regarding your application, contact: (916) 322-7742. Questions regarding the Community State Staff Program Contact: Northern California (916) 654-2420 or Southern California at (714) 957-5593.

"Enriching Services Through State Staff Expertise"

DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY STATE STAFF PROGRAM
BAT RESIDENTIAL SERVICES, INC.
DUTY STATEMENT

Employee Name:

Job Title: Direct Service Professional (DSP)

Classification: PSYCHIATRIC TECHNICIAN ASSISTANT

Work Location: Eric's House
1944 Hidden Valley Dr.
Santa Rosa, CA 95404

Work Schedule: Varies: (Meals included in Client Activities)
1. S-S 0600-1400 & M-W 2200-0600 Off TH-F
2. W 1400-2200 & TH-Sun 2200-0600 Off M-T
Split Shift 10 hour Shifts (4 days a week)
3. M-TH 0600-0900 & 1500-2200 off F-S-S
4. T-F 0600-0900 & 1500-2200 Off S-S-M

GENERAL STATEMENT OF DUTIES: Following established standards and procedures, provides supervision, care, support, and training to individuals with developmental disabilities in an Enhanced Behavior Support Home (ENSH), applying the requirements of Title 17 and Title 22. Assist clients with feeding, toileting skills, grooming, and appearance. Analyze situations accurately, take effective action, be assertive, follow directions, and communicate effectively in English. Is a mandated reporter of observed or suspected neglect or abuse. May work extended hours and/or varying shifts. Responsible for attending all required training and participate in Eric's Home meetings. May be required to drive on community outings and escort consumers in a company owned vehicle.

SUPERVISION RECEIVED: Day-to-day functional supervision by the Home Administrator or designee. Performance appraisals will be completed by the Home Administrator in conjunction with the Community State Staff Coordinator.

SUPERVISION EXERCISED: None

PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility and endurance to perform the duties contained in this duty statement.

TYPICAL WORKING CONDITIONS: Daily on-going interaction with individuals with developmental disabilities who may display severe maladaptive behaviors such as assault, self-injurious behavior, PICA, property destruction, etc. On-going interaction with clients, family members, co-workers and public entities in a patient, calm, and understanding manner. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a clinical nursing environment.

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COMMUNITY STATE STAFF PROGRAM
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You are a valued member of Eric's Home team. You are expected to work cooperatively with team members and others to enable Eric's Home to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.	
%	<p style="text-align: center;">ESSENTIAL DUTIES</p> <p>Maintain a safe and therapeutic environment that ensures respect, dignity and protects privacy, rights, confidentiality and physical / emotional well- being of all individuals. Provide positive interventions and Active Treatment to all individuals. This essential function will be ongoing when performing the following duties: Percentages may vary based on operational needs.</p>
40	<p>Assists individuals in all activities of daily living such as bathing, toileting, dressing, grooming and dining. Training will assist the individual in maximizing their independence. A large emphasis is on encouraging and motivating individuals in completing as many skills on their own.</p> <ol style="list-style-type: none"> 1. Provide services that will assist each individual in achieving maximum social, emotional, intellectual, developmental, and cognitive growth, Individual rights, ability to make choices, and access shall be considered at all times. 2. Support each individual per their Individual Program Plans (IPP) objectives using appropriate methodology (including setting limits for behavior and adhering to a behavioral program for each person)
20	<p>Escorts individuals in the community.</p> <ol style="list-style-type: none"> 1. Is accountable for the health, safety, and welfare of the individuals at all times 2. Will engage individuals in activities that provide opportunities for learning and practice of skills tailored to the specific needs of the individual. 3. Work in conjunction with the Recreational Therapist to provide meaningful activities and opportunities to explore the community.
10	<p>Observes individuals physical condition and behavior and reports significant changes to appropriate team member.</p> <ol style="list-style-type: none"> 1. Collects and records data as outlined in Eric's Home policy and procedures. 2. Documents observations. 3. Document communication between the individual, staff, day program, family, professionals and others related to the individual's needs. 4. Initiates the incident report when required
10	<p>Performs basic first aid procedures and bedside care for minor and temporary illness.</p> <ol style="list-style-type: none"> 1. Ensure all medical and dental needs are documented in record and reported to the Home Administrator. 2. Perform basic nursing duties, such as taking vital signs and measuring and recording intake and output, height & weight. 3. Attend consumer meetings to develop an understanding of and reasons for treatment being given to the individual. 4. Provide care for consumers with dual diagnosis, medical and other related problem.
10	<p>Responds to emergencies that involve the use of medical/behavioral intervention techniques.</p> <ol style="list-style-type: none"> 1. Provides intervention that ensures safety to both consumers and staff. 2. Must competently use Nonviolent Crisis Intervention skills to manage individual's

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	assaultive, SIB, property destruction, PICA or other behaviors.
	MARGINAL DUTIES
10	Performs light housework duties. (Includes but not limited to: laundry, bed making, ordering of personal supplies, and clothing) <ol style="list-style-type: none"> 1. Care of individual clothing, personal property and their storage areas. 2. Maintain adaptive equipment through proper handling and cleaning as indicated. 3. Reporting and or correcting any hazard/unsafe environment situation or defective equipment immediately. 4. Responsible for food shopping, preparation, serving, and clean up. 5. Participate and provide a positive dining experience. 6. Responsible for individuals' personal laundry. 7. Assist in keeping facility clean and ready for inspection at all times.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
Provider Supervisor's Name (Print)	Provider Supervisor's Signature	Date
Community State Staff Coordinator's Name (Print)	Community State Staff Coordinator's Signature	Date

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.		
<p>The statements contained in this duty statement reflect general details as necessary to describe the principle functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods to balance the workload.</p>		
Employee's Name (Print)	Employee Signature	Date

Updated 6/22/17